

RECORDS  
SERVICES

SECURITY

RECORDS AND SERVICES DIVISION  
ANNUAL REPORT OF PROGRESS  
AND  
PROJECTED PROGRAM PLANS

I. MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS -  
1 July 1959 - 30 June 1960

A. Central Processing Branch

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2. A draft of a brochure to be distributed at Headquarters to overseas returnees has been written and is under review by the staff of the Director of Personnel.

3. A draft of an unclassified publication designed to assist employees with their personal affairs when preparing for overseas assignment has been forwarded to the Director of Personnel for approval.

B. Transactions and Records Branch

1. Following the trial period of open-shelf filing of Official Personnel Folders in Curie Hall Employee File Room, Management Staff agreed with the Office of Personnel that this system was not feasible for use in this area. It was further agreed that the open-shelf system should be reconsidered for use upon relocation to the new building.

2. Management Staff's detailed analysis of techniques and procedures utilized in the maintenance of Official Personnel Folders contained the recommendation to place the now integrated personnel folder and travel documents within two separate filing systems. Following this, a newly designed "out-folder" for the employee file will be used to combine the charge cards and out folder, thus providing a single point of reference.

3. In order to reduce storage space of terminated employees' folders, only the records pertaining to CIA employment will be retained in our Records Center. Records pertaining to other Government employment usually maintained, will be disseminated as appropriate to either the new employing Government establishment, or to Federal Records Center in St. Louis.

4. Decision is pending on a recommendation to destroy applicant cards which, after review, are considered to be obsolete or of dubious value.

5. OPM 20-800-11 gave strength to the control of the release of Agency employment information to outside inquiries. Under the new procedure, only the Central Cover Division, the Office of Security, and the Office of the Director of Personnel may "block" or "reopen" verification of employment.

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6. We have prepared Handbook [REDACTED] - Personnel Actions - which will serve as an Agency guide for the processing of requests and notifications of personnel action under the RCA 501 computer system soon to be installed. This Handbook is currently being reviewed by appropriate offices.

7. An alphabetical "Wheeldex" card file reflecting name and box number has been established to facilitate location of terminated employee files stored at CIA Records Center.

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8. The program of the procurement of official records of Federal employment of those [REDACTED] who had been extended excepted appointments was substantially completed.

#### C. Statistical Reporting Branch

1. This Branch has consistently reviewed the requirements levied on Machine Records Division in connection with the conversion of personnel accounting to the digital computer. Many of the original problems have been eliminated. Reports have been consolidated and expanded to serve a greater number of purposes and formats have been planned to provide additional desirable information on the Position Control Registers.

2. The monthly report of military details was revised to show dollar amounts due and appropriations chargeable. Office of the Comptroller reports a saving of forty man-hours per month in that Office, and payment to Department of Defense expedited by one month - both due to the revision.

3. Security difficulties were encountered when attempting to approve the use of a common serial number for employees regardless of status. This project has been suspended for the time being.

D. Area Records Officer - Office of the Chief/RSD

1. This Officer completed the up-dating of the Records Control Schedule 40-60 for the Office of Personnel, extending coverage to CSPD, SA/D/Pers and other OP organizational elements established since the issuance of the previous Schedule in 1957.

2. A record of Office of Personnel cost estimates and charges on printed materials and procurements was maintained and estimates for Fiscal Year 1961 were projected more accurately through use of this record.

E. Special Projects

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1. Proposed Handbook [REDACTED] concerning new personnel action policies and procedures was completed in line with the forthcoming installation of the computer. Implementing the change-over to EDP, a design of revised Form 1150 (Personnel Action) has been completed and test sheets printed for experimental use, thus far proving quite successful from the "machines standpoint."

2. A Passport Record Envelope was designed and put into use which replaces the machine run formerly used as a record of official travel documentation. It is expected that a more accurate and up-to-date record can be provided, and time saved in accomplishing this end.

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3. With the cooperation of the American Automobile Association,

[REDACTED]  
been analyzed and are, for the most part, favorable. The State of New York responded adversely, however, and poses the greatest problem in that it is the State most heavily used as port of debarkation. This project has been suspended pending the needed evaluation of New York State's reply.

4. Working with Regulations Staff, we have drafted proposed procedures, regulation and modified Form 642 to provide a new "Personnel Emergency and Locator Record" system for the Agency.

II. PROGRAM PLANS FOR FISCAL YEAR 1961

A. Drafting has begun on an unclassified version of the booklet "Processing for Overseas Travel."

B. Upon issuance of the OPM concerning the "Establishment of a Sensitive Personnel Folder" and "Re-Arrangement of Material in the Official Personnel Folder" it will be necessary to initiate plans to implement this establishment and re-grouping of documents.

C. Management Staff's recommendation as regards the separate maintenance of Personnel Folder and Travel Documents, and the central point of reference for charge out location, will be accomplished in the months to follow (Paragraph B-2, Section I.)

D. If the recommendation concerning the destruction of certain applicant cards is approved, programs will be initiated to review all cards and select those to be eliminated from file.

E. There are a number of difficulties to be worked out and procedures to be changed or established upon the installation of the RCA 501 computer system. Procedures will be developed to accommodate the changes in method as affects the processing of personnel actions. Current recurring statistical requirements must also be converted for use under the new system, and plans are being made to anticipate special requests by the addition of more information of a basic nature to the routine monthly requirements. The use of the computer will alter procedures for the coding of certain types of personnel actions heretofore handled in a special manner. Hand-posting of all personnel actions for strength count will be discontinued and we will depend upon the computer for weekly strength reports. These and other problems must be resolved in order to reap full benefit from the change-over to Automatic Data Processing.

There is attached hereto a copy of each Branch report within RSD, and accompanying statistics.

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Chief, Records & Services Division

Attachments